

# ASBESTOS INSPECTOR'S TOOL

KEY	DESCRIPTION
IN	Improvement Notice
PN	Prohibition Notice
EC	Enforcement Considerations
HSE Act	Section in the Health and Safety in Employment Act 1992
Reg/s	Regulation in the Health and Safety in Employment (Asbestos) Regulations 1998
NZDAA	New Zealand Guidelines for the Management and Removal of Asbestos, NZ Demolition and Asbestos Association 2011.

AREA OF ASSESSMENT	REFERENCES	EC	PAGE
<p><b>1. RESTRICTED WORK:</b></p> <ul style="list-style-type: none"> <li>› Has the work been notified? (ie restricted work, check for documented evidence).</li> <li>› Have people in the vicinity been informed? (Not required in law but good practice.)</li> <li>› Evidence gathering: admission by duty holders, photos, copies of documentation, witness statements.</li> <li>› Proof of asbestos – taking of samples (e.g. debris).               <ul style="list-style-type: none"> <li>› material sampling</li> <li>› analysis</li> <li>› air sampling</li> <li>› labelling</li> <li>› labelling and disposal</li> <li>› sampling</li> </ul> </li> <li>› Possible breach of containment / lack of control.</li> <li>› General observations / admissions in relation to breaches</li> <li>› Recorded accurately in notebook.</li> </ul>	<p>Reg 2 Reg 17</p> <p>NZDAA 5.3.2 - 5.3.6 HSE Act 11 HSE Act 9.5 NZDAA 9</p>	IN	5
<p><b>2. COMPETENCY:</b></p> <ul style="list-style-type: none"> <li>› Do employees hold a Certificate of Competency (CoC) for restricted work?</li> <li>› If not, are they under direct supervision of a CoC holder?</li> <li>› When a CoC should be reviewed or revoked</li> </ul>	<p>NZDAA 5.4.5 Reg 18 (1) Regs 19 - 27 Reg 18 (2) (b) NZDAA 4.1.6 Regs 23, 28, 29</p>	PN	7
<p><b>3. INDUCTION / MONITORING:</b></p> <ul style="list-style-type: none"> <li>› Evidence of induction and training – including reference to site specific safety plan.</li> <li>› Health monitoring - ensure employers hold records of certificates for fit for work.</li> </ul>	<p>HSE Act 13 NZDAA 4.1.3 NZDAA 7.5 NZDAA 14, Appendix B (medical monitoring), 14.6 (asbestos register) HSE Act 10 (2) (c)</p>		8

<p><b>4. RPE / PPE:</b></p> <ul style="list-style-type: none"> <li>› Appropriate (AS/NZS 1715 or 1716).</li> <li>› Fitted correctly – demonstrated, absence of facial hair, glasses, and evidence of fit testing.</li> <li>› Maintained – proof of individual ownership, cleaning provisions, spare filters/ cartridges, maintenance record.</li> <li>› Storage – segregated in clean area, sealed container, accessible, convenient.</li> <li>› Records of worker training in the safe use, handling, maintenance, and storage of RPE/PPE.</li> </ul>	<p>HSE Act 10(2)(b)  NZDAA 10  NZDAA 15 (RPEs) &amp; Appendix C  Reg 14    Reg 8</p>		<b>9</b>
<p><b>5. SURVEY:</b></p> <ul style="list-style-type: none"> <li>› Has a survey been carried out to identify: <ul style="list-style-type: none"> <li>› asbestos location</li> <li>› asbestos containing material – tiles, vinyl, lagging etc.</li> </ul> </li> <li>› Diagram/plan identifying extent/location of asbestos.</li> <li>› Asbestos register – provided by property owner (not always required, see inspector guide).</li> <li>› Clearance certificate must be obtained prior to re-occupation (conducted by an independent person or agency, must also be a CoC Holder).</li> <li>› Visual inspections (conducted by an independent person or agency, must also be a CoC Holder).</li> <li>› Testing method was in accordance with accredited laboratory.</li> <li>› Test results on hand.</li> </ul>	<p>NZDAA 5.3  NZDAA Appendix E    NZDAA 9.4    NZDAA 5.1.4  NZDAA 9.6.3</p>		<b>13</b>
<p><b>6. CONTAMINATED GROUND:</b></p> <ul style="list-style-type: none"> <li>› Is the decontamination of soil undertaken by a person with CoC?</li> <li>› Workers under direct supervision of a CoC holder?</li> </ul>	<p>NZDAA 7.26</p>		<b>16</b>
<p><b>7. FIRE-DAMAGED BUILDINGS:</b></p> <ul style="list-style-type: none"> <li>› Is the decontamination of debris undertaken by a person with CoC or under their direct supervision?</li> <li>› Has the structural integrity of the building been assessed by an engineer before removal commenced?</li> </ul>	<p>NZDAA 7.27</p>		<b>17</b>

<p><b>8. SITE-SPECIFIC SAFETY PLAN:</b></p> <ul style="list-style-type: none"> <li>› Asbestos removal plan – who will remove, what equipment will be used, method, air clearance monitoring?</li> <li>› info to be supplied</li> <li>› site preparation</li> <li>› removal</li> <li>› enclosure</li> <li>› encapsulation</li> <li>› removal v encapsulation</li> <li>› training qualifications.</li>   <li>› Hazard register – identifying site specific hazards, control measures.</li> <li>› Maintenance inspection.</li> <li>› Emergency procedures.</li> </ul>	<p>NZDAA Appendix A  NZDAA 6  Reg 35  NZDAA 7.2  NZDAA 7.8  NZDAA 5.4.1  NZDAA 5.4.2  NZDAA 5.4.3  NZDAA 5.4.7  NZDAA 13  NZDAA 7.5</p> <p>Regs 14 – 16  NZDAA 7.4</p>	<b>IN</b>	<b>18</b>
<p><b>9. SIGNAGE AND SECURITY</b></p> <ul style="list-style-type: none"> <li>› Appropriate signage at all entry points into work area?</li> <li>› Controlled access into work area with fenced areas where necessary?</li> <li>› Contact details for responsible person on site.</li> <li>› A hazard board.</li> </ul>	<p>NZDAA 4.8.1  NZDAA 7.11.11  Reg 6</p>	<b>IN</b>	<b>21</b>
<p><b>10. ENCLOSURE</b></p> <ul style="list-style-type: none"> <li>› Is it airtight - integrity confirmed by smoke test?</li> <li>› If plastic construction - is plastic &gt;200 microns thick, taped joints?</li> <li>› Is a negative air pressure unit that complies with AS/NZS 60335.2.69 installed?</li> <li>› Are all voids appropriately sealed (e.g. ventilation ducts)?</li> <li>› Viewing window(s) included.</li> <li>› Adequate lighting.</li> </ul>	<p>NZDAA 7.11 (establishing enclosed negative pressure work areas)  Reg 7 (dust control)  Reg 17 (isolation work area)</p> <p>NZDAA 7.11.2  NZDAA 7.11.3</p>		<b>22</b>
<p><b>11. DECONTAMINATION UNIT:</b></p> <ul style="list-style-type: none"> <li>› Minimum of 3-zone decontamination unit.</li> <li>› Secure separation between zones.</li> <li>› Clear demarcation – dirty, clean, buffer zone.</li> </ul>	<p>NZDAA 7.13 - 7.20  NZDAA 7.15 (clean change)  Reg 17 (isolation work areas)</p>		<b>24</b>
<p><b>12. WASTE DISPOSAL:</b></p> <ul style="list-style-type: none"> <li>› Storage for contaminated material is impermeable, sealed, appropriately labelled</li> <li>› Is a “H” vacuum cleaner compliant with AS/NZS 60335.2.69 used?</li> <li>› Disposal to approved refuse site.</li> <li>› Decontamination</li> <li>› Waste water management</li> </ul>	<p>Reg 13 (disposal)  NZDAA 11  Reg 11  NZDAA 7.11.10  NZDAA 7.26.2  NZDAA 7.23  NZDAA 7.22</p>		<b>25</b>